

STAGE ONE

JUNIOR ESTIMATOR



**You may not have heard of Stage One, but we can guarantee you will have seen our work.**

From the set of the TV show The Voice, to the Mercury Music Prize stage and even the 2012 Olympic Cauldron we produce work that is seen all over the world.

**We are a creative construction and manufacturing company and are responsible for delivering some of the most iconic projects in recent times.**

We are a multi-disciplined manufacturing facility spread over 12,000Sqm of estate with four manufacturing and storage facilities, engineering, fabrication, woodwork, finishing and a specialist manufacturing facility.

**This is an entry level role, with training and development opportunities, leading to a career within this exciting industry in either Sales & Costing, Account Management or Project Management.**

We encourage our teams to engage with our ambitious plans, making this role an opportunity to make a real impact at Stage One.

DETAILS OF THE ROLE

<b>SALARY</b>	Up to £25,000
<b>HOURS OF WORK</b>	Monday – Friday, 08:00 – 17:00, overtime may be required
<b>LOCATION</b>	Based at Tockwith, near York, opportunity for world-wide site travel

## ABOUT THE ROLE

The Junior Estimator will be responsible for preparing cost estimates by analysing exciting and varied project proposals and requirements. They will also be responsible for initial contact with clients and the key liaison point internally between Production/Project Management teams in order to provide accurate costings.

### Key Responsibilities:

- Prepare work to be estimated by gathering project briefs, specifications, drawings, schedules and related documents.
- Identify labour, materials and schedule requirements as required on a project/project basis.
- Using the in-house costing system generate full estimates, quotations and project schedules for senior staff to evaluate - in line with Company procedures.
- Advise on project budgets with relevant members of the Project/Production Management Team.
- Attend client meetings to discuss potential and ongoing projects.
- Liaise with clients regarding project requirements within their available budgets.
- Attend internal meetings as required.
- Attend project briefings and debrief meetings with all relevant departments as necessary.

## PERSON SPECIFICATION

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### **QUALIFICATIONS**

ESSENTIAL - A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience.

DESIRABLE- Graduate from an engineering discipline.

### **KNOWLEDGE**

DESIRABLE – Knowledge of construction methods.

### **PERSONAL ATTRIBUTES**

ESSENTIAL - Positive attitude to work.

ESSENTIAL – A desire to succeed in a career with an exciting Company.

ESSENTIAL- Highly organised and able to work flexibly, under pressure and to tight deadlines.

ESSENTIAL- Drive, enthusiasm and commitment, can demonstrate the ability to go the extra mile and to exceed expectations.

ESSENTIAL- Have a flexible approach to working hours to meet the needs of the business particularly during busy periods.

ESSENTIAL- Willingness to undertake relevant training as appropriate.

ESSENTIAL- Enthusiasm to support other areas of the department as required.

## **SKILLS, EXPERIENCE, ABILITIES & COMPETENCIES**

ESSENTIAL – Ability to communicate effectively with a wide range of people.

ESSENTIAL- Microsoft Excel.

DESIRABLE- Experience within a costing or estimating role.

**INTERESTED?**  
**IF YOU WOULD LIKE TO APPLY,**  
PLEASE SEND YOUR CV AND  
COVERING LETTER TO  
**RECRUITMENT@STAGEONE.CO.UK**